



Richland County Council
Rules and Appointment Committee Meeting
MINUTES
October 18, 2022 – 3:00 PM
Council Chambers
2020 Hampton Street, Columbia, SC 29204

COUNCIL MEMBERS PRESENT: Gretchen Barron, Chair; Bill Malinowski and Jesica Mackey

OTHERS PRESENT: Ashiya Myers, Justin Landy, Angela Weathersby, Chelsea Bennett, Leonardo Brown, Patrick Wright, Jennifer Wladischkin, Tamar Black, Kyle Holsclaw, Anette Kyrlo, Lori Thomas, Dale Welch and Michelle Onley

1. **CALL TO ORDER** – Chairwoman Gretchen Barron called the meeting to order at approximately 3:00 PM.
2. **APPROVAL OF MINUTES**
 - a. October 4, 2022 – Mr. Malinowski moved to approve the minutes as distributed, seconded by Ms. Mackey.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.
3. **ADOPTION OF AGENDA** – Mr. Malinowski moved to adopt the agenda as published, seconded by Ms. Mackey.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.
4. **INTERVIEWS**

Ms. Mackey moved to go into Executive Session to conduct interviews for the Central Midlands Council of Governments Board, seconded by Mr. Malinowski.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

***The committee entered Executive Session at approximately 3:03 PM
and exited at approximately 3 37 PM***

Mr. Malinowski moved to come out of Executive Session, seconded by Ms. Mackey.

No actions were taken by the committee during Executive Session.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

- a. Central Midlands Council of Governments – One (1) Vacancy – Ms. Tammie Greene, Mr. Andrew Williamson, Ms. Ann Maletic, and Ms. Chelsea Richard were interviewed for the Central Midlands Council of Governments Board vacancies.

5. **APPOINTMENTS**

- a. Central Midlands Council of Governments Board – 1 - Ms. Mackey moved to appoint Ms. Susan Brill, seconded by Ms. Barron.

Mr. Malinowski stated it his belief Ms. Brill’s statements during the interview were not entirely accurate.

Ms. Barron stated stability for the boards is great, but the boards should reflect the constituency base of Richland County.

Ms. Mackey stated Ms. Brill previously served on the board and had good attendance. She stated she wants residents to know, if they serve, have great attendance and provide value and they wanted to continue to serve, the committee wants to continue to support their service.

Mr. Malinowski made a substitute motion to appoint Ms. Tammie Green, seconded by Ms. Barron.

In Favor: Malinowski

Opposed: Barron and Mackey

The substitute motion failed.

Ms. Mackey’s original motion was back on the floor.

In Favor: Barron and Mackey

Opposed: Malinowski

The vote was in favor of appointing Ms. Susan Brill.

6. **ITEMS FOR ACTION**

- a. Review of Comprehensive Council Rules –Mr. Malinowski stated he received the 95 page “Model Rules” from Ms. Elizabeth McLean, Chief Deputy County Attorney. When it was suggested they follow the “Model Rules” in some areas he felt the current rules were a lot briefer. He recommended eliminating the “Model Rules”.

Mr. Wright stated there was a request from the previous meeting to provide the “Model Rules” for consideration. There is no need for action, as Council currently does not go by the “Model Rules”.

Mr. Malinowski inquired if a board, commission and committee had its own rules, those rules would supersede Council’s rules.

Mr. Wright replied in the affirmative.

Mr. Malinowski inquired if the public understood the meaning of the Horizon Meetings. He inquired about the purpose of that wording as it is an agenda setting meeting.

Ms. Kirylo responded that has traditionally been the name of the meeting where Administration, the Chair(s) and the Clerk’s Office meet to discuss the proposed agenda before it is presented to Council.

Ms. Barron inquired if they are presently calling it an “Agenda Setting Meeting”.

Ms. Kirylo responded they call it the Agenda Setting /Horizon meeting for clarity.

Mr. Malinowski stated if it is just in-house the Clerk’s Office could use different language when they send out the meeting notices. In addition, he stated for the sake of unity he is going to support Ms. Mackey’s motion for electronic participation.

Ms. Mackey moved to forward the updated rules to Council for approval, seconded by Mr. Malinowski,

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

- b. Internal Auditor Position – Ms. Barron stated, if they want to see this position filled, the committee should make a recommendation to Council.

Ms. Mackey voted her support of the position and stated a job description should be created and advertised. She noted she did think the creation of a job description was under the committee’s purview.

Mr. Malinowski stated there may be an old job description for the position.

Ms. Kirylo responded this would be a new position.

Mr. Malinowski noted they have language for the Internal Audit Committee members, but not the Internal Auditor.

Mr. Malinowski moved to forward a request to Council to draft language for the Internal Auditor position, advertise the position and hire an Internal Auditor, seconded by Ms. Mackey.

Ms. Mackey inquired who this motion would be assigned to (i.e. Council, staff, etc.)

Ms. Malinowski state his understanding is the Internal Auditor would report to Council and Council would be responsible for the hiring process.

Ms. Mackey requested to amend the motion to have this matter taken up by the Employee Evaluation and Oversight Ad Hoc Committee.

Mr. Malinowski responded in the affirmative.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

7. ITEMS FOR INFORMATION

- a. Boards, Commissions, and Committees Advertisement Schedule – No action was taken.
- b. Applications Currently on File – No action was taken.
- c. Board, Commission and Committee Attendance Records

Received:

- 1. Airport Commission
- 2. Animal Care Advisory Committee

3. Board of Assessment Appeals
4. Board of Zoning Appeals
5. Building Codes Board of Appeals
6. Business Service Center Appeals Board
7. Central Midlands Council of Governments Board
8. Central Midlands Regional Transit Authority
9. Community Relations Council
10. Conservation Commission
11. East Richland Public Service Commission
12. Historic Columbia Board
13. Hospitality Tax Committee
14. Lexington Richland Alcohol and Drug Abuse Council
15. Midlands Workforce Development Board
16. Music Festival Commission
17. Planning Commission
18. Richland Library Board
19. Richland Memorial Hospital Board
20. River Alliance Board
21. Riverbanks Park Commission
22. Township Auditorium Board
23. Transportation Penny Advisory Committee

Not Received:

1. Accommodations Tax Committee – No active members
2. Employee Grievance Committee – The Committee is in transition
3. Procurement Review Panel – The panel meets only on an as needed basis.

Ms. Mackey noted some of the committees meet on an as needed basis. She requested the Clerk's Office pay attention to those committees as the appointee(s) could potentially stay on the committee(s) based on them not having frequent meetings.

Ms. Barron requested, as the Clerk's Office schedules interviews, they take into account how often the committee meets so they can prioritize and fill the vacancies for more active boards, committees and commissions.

Mr. Malinowski requested the committee's that do not meet on a regular basis notate the date they last met.

Ms. Kirylo noted some of them have not met because they do not have a quorum.

Mr. Malinowski requested that information be indicated so that they would know.

Ms. Kirylo stated it is notated in the notes section of the attendance record. She inquired if it would be appropriate to reach out to IT and request to update the portal to allow the boards, committees and commissions to check a box stating they have not met and why.

Ms. Barron replied in the affirmative.

8. **ADJOURNMENT** – Ms. Mackey moved to adjourn the meeting, seconded by Mr. Malinowski.

In Favor: Malinowski, Barron and Mackey

The meeting adjourned at approximately 4:07 PM.